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accounting audit

MEMORANDUM ~~CONFIDENTIAL~~ 22 May 1951

TO : Chief, Accounts Branch
Chief, OPC Section, C&L Branch
Chief, OSO Section, C&L Branch

FROM : Acting Deputy Chief, Finance Division

SUBJECT: Special Stock Account

1. Reference is made to the approved procedures relative to the Procurement Office's authority to maintain a disposable fund for the purpose of procurement and stockpiling of certain material for use by OSO and OPC projects.

2. In order to avoid duplication of efforts and to charge responsibility for the financial liaison and servicing of this activity, Mr. [redacted] 25X1A9a is designated as the Certifying Officer who will maintain all files containing related documents, coordinate all information, and certify all advances and accountings relating to the "Special Stock Account".

3. The OSO and OPC Certifying Officers will provide such assistance as is required relative to the procurement for projects in their respective offices and Divisions. The Chief Accounts Branch, will collaborate with Mr. [redacted] 25X1A9a in arranging the adjustment of appropriate allotments with the CIA Budget Division and the OSO and OPC budget offices to properly reflect the activity of the Special Stock Account.

4. Every effort should be made to properly record the current accountability for all funds advanced to date for this activity and to reconcile the accountability of both funds and material presently charged to [redacted] 25X1A9a advance and Special Stock account expenses respectively.

25X1A9a

[redacted]

Acting Deputy Chief, Finance Division

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